

## Job details

Job 1 of 1

[Apply to job](#)[Save to cart](#)[View similar jobs](#)**Bulletin Number** 18001BR**Type of Recruitment** Noncompetitive Job Opportunity**Department** Registrar-Recorder/County Clerk**Position Title** ELECTION ASSISTANT I, NC**Exam Number** E9312B**Filing Type** Open Continuous**Filing Start Date** 05/14/2013**Salary Type** Hourly**Salary Minimum** 14.69**Salary Maximum** 14.69

**Position/Program Information** Positions allocable to this entry level class receive supervision from higher level election assistants and perform a variety of routine work such as receiving, inspecting, recording and storing voted ballot cards, providing voter information and registration materials, and explaining polling place operations and election processes to the public.

**Essential Job Functions** Receives, opens, and processes voted ballot card boxes from different precinct locations.

Checks ballot card envelopes for write in votes and determines if vote is valid according to election laws and regulations and tallies the votes.

Checks ballot cards for extraneous material or chads that would inhibit processing by computer and removes material.

Receives computer processed ballot cards and stores in appropriate container according to precinct location.

Records storage location of voted ballot cards from each precinct so as to facilitate prompt location.

Refers problems to supervisor.

Participates in voter outreach activities by distributing voter information materials and registration forms that address different topics on voter registration, the election process, new election legislation as well as what types of programs the Department offers.

Recruits bilingual and special program poll workers by providing volunteer information, application and materials to the public.

Explains polling place operations and election processes in response to questions from the public and public officials.

Performs a variety of clerical duties related to elections process such as typing and mailing election materials, checking, listing, and packing sample ballots.

Loads and unloads election materials and supplies.

**Requirements** [SELECTION REQUIREMENTS:](#)

**OPTION I:** Work experience in federal, state, local, or special election(s) performing election related activities.

**OPTION II:** Three months' work experience as a community outreach

volunteer or staff in election related activities for a community service organization.

**OPTION III:** Three months' paid experience performing general clerical functions including typing and servicing customers by phone, in person, or via email.

**OPTION IV:** Three months paid experience in a warehouse loading and unloading supplies and other materials.

<b>Physical Class</b>	<b>Physical Class IV</b> – Arduous: Involves frequent heavy lifting over 25 pounds, often combined with bending, twisting, or working on irregular surfaces; and occasionally requires extraordinary physical activity.
<b>License(s) Required</b>	A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
<b>Examination Content</b>	<b>This is a noncompetitive examination.</b> This examination is intended to merely list applicants. Applicants will be placed on an eligible register without indication of relative standing in the examination. The appointing power may appoint any one of the names on the appropriate register, except that a person without veteran's credit may not be appointed if there are three or more names on the list of persons entitled to veteran's credit.
<b>Special Information</b>	Appointees will be required to work any shift, including evenings, weekends, and holidays. The eligible register will be used for temporary employment only.

**FINGERPRINTING AND SECURITY CLEARANCE:** Before a final appointment is made to this position, candidates are subject to security clearance which includes fingerprinting. An individual may be withheld from appointment, if he/she has a conviction record incompatible with the essential duties of the position for which he/she has applied. Any false statement or omission of material fact may cause forfeiture of employment rights. Information presented on employment applications, resumes and during the examination process is subject to verification. Disqualifying factors may include but are not limited to: felony convictions, certain job-related misdemeanor convictions, certain serious traffic convictions or patterns of traffic violations (e.g., 4 or more moving violations within the past 2 years, failure to appear, at-fault accidents, and driving under the influence), illegal use of certain controlled substances and/or poor employment history.

<b>Vacancy Information</b>	The resulting eligible register for this examination will be used to fill vacancies in the Registrar-Recorder/County Clerk.
<b>Eligibility Information</b>	The names of candidates will be placed on the eligible register for a period of twelve (12) months from the date of promulgation.

**RETAKE:**

No person may reapply for this examination more than once every twelve (12) months.

<b>Available Shift</b>	Any
<b>Application and Filing Information</b>	The acceptance of your application depends on whether or not you have <b>clearly</b> shown that you meet the <b>SELECTION REQUIREMENTS</b> . Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applicants may be rejected at any stage of the selection process.

We may close this examination at any time without prior notice.

**File your application using ONE of the methods below:**

**FILING ONLINE**

To apply online, click on the tab "Apply To Jobs" on the top or bottom of

this page. We encourage you to apply online so you can track the status of your application and get notified of your progress by email.

We must receive your application by 5:00 p.m., Pacific Time, on the last day of filing.

**ALL APPLICANTS MUST ENTER A VALID SOCIAL SECURITY NUMBER AT THE TIME OF FILING. ENTERING ANYTHING OTHER THAN A VALID SOCIAL SECURITY NUMBER (I.E. 000-00-0000, 111-11-1111, etc.) WILL RESULT IN AN AUTOMATIC REJECTION OF YOUR APPLICATION.**

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

All applicants who file their application online must use their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

#### **FILING BY U.S. MAIL OR IN PERSON**

We must receive your completed application at the address below by 5:00 p.m., Pacific Time, on the last day of filing.

Applications filed at any other County location will not be accepted if they are not received at the below location by the last day of filing. Facsimiles of the application will not be accepted.

Registrar-Recorder/County Clerk  
Recruitment & Selection Section  
12400 Imperial Highway, Room #2204  
Norwalk, CA 90650  
Monday through Friday  
8:00 a.m. - 5:00 p.m., Pacific Time

#### **County of Los Angeles Information**

**View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:**

#### **COUNTY OF LOS ANGELES BULLETIN INFORMATION**

**OR**

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

**NOTE: Veteran's Credit Information for Non-competitive Examinations:** In an open non-competitive examination, successful applicants shall be placed on an eligible register, without indication of relative standing in the examination. The appointing power may appoint any one of the names on the appropriate register, except that a person without veteran's credit may not be appointed if there are three more names on the register of persons entitled to veteran's credit.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

**Department  
Contact Name** Andrea Cortez

**Department  
Contact Phone** 562-462-2844

**Department  
Contact Email** hrrecruitment@rrcc.lacounty.gov

**ADA Coordinator  
Phone** 562-462-2285

**California Relay  
Services Phone** (800) 735-2922

**Job Field** Clerical

**Job Type** All Others

[Apply to job](#)[Save to cart](#)[View similar jobs](#)